



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Staff Services Manager I
Tenure: Permanent, Full-time
Location: 770 L Street, Suite 1000
Sacramento, CA

DUTIES AND RESPONSIBILITIES:

Under the general direction of the State Public Defender or her designee, the Staff Services Manager I is a working manager that supervises the full range of duties relating to the Human Resources function including compensation & payroll processing, classification and organizational development, benefits, workers compensation, health and safety, employee performance management, investigations, reasonable accommodation, and labor relations.

Advises management staff on all human resources matters; coordinates with control agencies to resolve the most sensitive and complex program issues; provides consultation to managers and supervisors on rules and regulations, policies and issues relating to program responsibility; consults and advises management on disciplinary actions and oversees the preparation of adverse actions.

Functions as the Department's Personnel Officer, Labor Relations Officer, EEO Officer, and Information Security Officer (SCO).

Manages the handling and resolution of difficult and sensitive matters which require research, negotiating, and human resources expertise (e.g., discrimination complaints, reasonable accommodations, labor relations disputes, and EEO complaints) and which may also require dealing with control agencies and agency management.

May assist with the formulation and implementation of departmental policies and programs as they relate to Human Resources. Provides oversight on Human Resources services for the Oakland and Sacramento Law Offices.

Provides direct supervision to two professional human resources staff. Reviews and evaluates staff work product to ensure correctness and compliance with policies and procedural requirements (i.e., Government Code, SPB, CalHR Laws and Rules, Department of Finance, Management Memoranda, State Administrative Manual, Fair Labor Standards Act, Memorandum of Understandings).

DESIRABLE QUALIFICATIONS:

- Experience in a Human Resources program.
- Recruitment/staffing experience.
- Experience in leading a team.
- Seeking someone with innovative approaches to problem solving; and analytical and critical thinking skills.

WHO SHOULD APPLY:

Qualified applicants currently in the classification or with transfer/list appointment eligibility (reachable ranks) are encouraged to apply. SROA/Surplus candidates must indicate this status on the state employment application (Std. Form 678). Applications will be screened and only the most qualified will be invited to interview.

Send an Application To:

Monica Ohta, Human Resources
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814 (916) 322-7043

FINAL FILING DATE:

June 13, 2016

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 04/13/2015